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Facilities for Rent

Located in the heart of Singapore's arts and culture district, NAFA performance spaces and facilities are ideal for concerts, performances, talks, corporate events and seminars.

Lee Foundation Theatre

Located in NAFA Campus 3, the Lee Foundation Theatre (LFT) is a performance space featuring an 8-metre wide 360-degree rotating turntable, acoustic shells and an orchestra pit. The theatre has a seating capacity for 380 people.

Venue Rental Charges

Seating Capacity:	Standard Rate	Preferential Rate	Peak Surcharge
380 seats		<i>(for *registered non-profit arts organisations/charity)</i>	<i>(Friday, Saturday, Sunday, Public Holidays & Eve of Public Holidays)</i>
Performance (per block of 4 hours)	S\$1,800.00 (S\$450.00 for each additional hour or part thereof)	S\$1,400.00 (S\$350.00 for each additional hour or part thereof)	S\$200.00 per day
Rehearsal/ Technical Set-up (per block of 4 hours)	S\$800.00 (S\$200.00 for each additional hour or part thereof)	S\$600.00 (S\$150.00 for each additional hour or part thereof)	S\$200.00 per day (waived if rehearsal falls on the same day as performance)
VIP Reception Room (per block of 4 hours)	S\$150.00 (S\$50.00 for each additional hour or part thereof)		
LFT Pre-function Hall (per block of 4 hours)	S\$400.00 (S\$100.00 for each additional hour or part thereof)		
	<ul style="list-style-type: none"> Charges apply for events/activities NOT related to the Performance or with sales of any merchandise (except Performance brochures). 		
Complimentary equipment / entitlements	<ul style="list-style-type: none"> Complimentary usage of VIP room during performance block booking Complimentary usage of LFT Pre-function Hall for front-of-house (FOH) services during performance block booking 01 table for stage/backstage and 02 tables for dressing rooms are provided FOC for usage per day 02 tables and 04 chairs are provided FOC for FOH counters in LFT Pre-function Hall 02 pcs of complimentary carpark coupons per performance block booking 02 Technical staff provided for setup/rehearsal/performance for bookings on Monday-Friday, 0900-1800hrs, excluding Eve of Public Holidays and Public Holidays. 		

Definitions:-

- **Technical Set-up/ Rehearsal** (only applicable for same Performance booked with LFT)
Includes rigging, focusing, programming of lights and/or dress rehearsal. Stage lights and sound equipment required. No audience allowed.
- **Performance**
Presentation to ONE audience per Performance block booking.

Note: The 4-hour block (0900-1300; 1400-1800; 1900-2300) is inclusive of Load-in/Props & Technical Set-up/Bump-out time. All items, including props and equipment, brought in by the Hirer or/and Hirer's contractors, have to be dismantled and removed from the premises before the ending time of hire.

** For application seeking Preferential Rate scheme, documents in proof of applicant's registered and active status as non-profit **arts**/charity organization to be submitted together with Hire Request Form at point of booking for review. All applications are subject to approval.*

Manpower Charges

In the interest of safety and security, a minimum of **3** LFT technical staff is required to be on standby during concert setups, rehearsals and performances, drama/dance/musical or similar production setups, rehearsals and performances; manpower costs is chargeable. Extra manpower if deemed necessary by the Management will be charged accordingly. All manpower will be charged as per LFT's latest published rates.

	Monday - Friday	Monday - Friday	Saturday, Sunday, Public Holidays and Eve of Public Holidays
	(excluding Public Holidays and Eve of Public Holidays)	(excluding Public Holidays and Eve of Public Holidays)	Full Day (not exceeding 2359hrs)
	0900 - 1800hrs	Before 0900hrs and 1800 - 2359hrs	
Technical Crew	2 Technical Staff provided for setup/rehearsal/performance. Additional manpower is chargeable at S\$30 per man per hour or part thereof	S\$30 per man per hour or part thereof (min. of 4 hours per day)	S\$35 per man per hour or part thereof (min. of 4 hours per day)

Monday - Friday**Monday - Friday****Saturday, Sunday,
Public Holidays and
Eve of Public
Holidays**

- Manpower charge is doubled for work during official meal break hours and work ending after 2359hrs.
- Transportation charge of \$30/man per day for technical staff is chargeable to the Hirer for work ending after 2300hrs per day.
- Request for additional technical manpower has to be submitted to LFT at least 4 weeks in advance.

Piano and Equipment Rental Charges

(for use in LFT only, and subject to approval):

Steinway D Grand Piano (max. of 02 units)	S\$650.00/unit per day <i>(for use on LFT stage only)</i>	Includes cost of one tuning to be provided by NAFA
Yamaha C3 Piano (01 unit)	S\$450.00/unit per day <i>(for use on LFT stage only)</i>	
Yamaha C1 Piano (01 unit)	S\$300.00/unit per day <i>(for use on LFT Foyer only)</i>	
Choral Riser (max. of 05 sets)	S\$100.00/unit per day <i>(for use on LFT stage only)</i>	-
Orchestra Riser (12" height: max. of 04 sets) (18" height: max. of 04 sets)	S\$100.00/unit per day <i>(for use on LFT stage only)</i>	-
Dance Mats <i>(no placement of props/equipment on the dance mats; rental subject to approval on usage)</i>	S\$200.00 per day <i>(for use on LFT stage only)</i>	Tapes provided; installation not provided
Manpower for Dance Mats Installation and De-installation	\$600.00 per installation and de-installation	Dance Mats not included
Projector System (11,000 lumens)	S\$300.00/block <i>(for use on LFT stage only)</i>	-
Portable Projector System (3,000 lumens)	S\$150.00/block	-

Wired Microphone	\$50/pc per day	First 02pcs of wired mic provided FOC
DI-Box	\$50/line per day	-
Wireless Handheld/Clip Microphone	\$50/pc per day	-
Wireless Head-Worn Microphone	\$80/pc per day	-
Hanging Condenser Microphone	\$100/set per day	-
Foldback Speakers (max. of 02 pairs)	\$150/pair per day	-
Portable Audio System (Incl. Mixer, CD player, 1 pair of Speakers)	\$300/set per day	-
Smoke Machine (max. of 02 units)	\$100/unit per day	-
Haze Machine (max. of 02 units)	\$150/unit per day	-
Robe-Robin Plasma 300E Spot Moving Light (max. of 04 units) (Hirer to provide own programmer)	\$200/unit per day	-
Lighting Steel Gobo - B size (w/holders)	\$5/set per day	-
Addition of 20 seats	S\$80.00/setting per performance	To be added to audience seating only
Table Skirting (max. of 08 sets)	S\$10.00/set per day	For FOH counter and/or stage use only
Tables (max. of 04 tables) (2.5ft x 6ft)	S\$5.00/table per day	02 tables for FOH counter and 01 table for backstage provided FOC.
Chairs	S\$3.00/chair per day	For usage in foyer only. 04 chairs provided FOC for FOH

To Note:

- Request for piano and equipment rental are to be submitted 4 weeks before actual bump-in and subject to management's approval.
- All charges are subject to prevailing taxes.
- The Management of Lee Foundation Theatre reserves the rights to amend the above rates without prior notice.

- Premises subject to availability and the Management of Lee Foundation Theatre reserves the right to accept proposal for hire.
- For booking enquiries, please contact (Tel) 65124031 or (Email) LFTheatre@nafa.edu.sg.

Studio Theatre

Located in NAFA Campus 3, the Studio Theatre is a performance space equipped with motorised lighting and sound equipment with a seating capacity up to 150 people.

Venue Rental Charges

Seating Capacity:	Standard Rate	Preferential Rate	Peak Surcharge
Up to 150 seats		(for *registered non-profit arts organisations/charity)	(Friday, Saturday, Sunday, Public Holidays & Eve of Public Holidays)
Performance (per block of 4 hours)	S\$800.00 (S\$200.00 for each additional hour or part thereof)	S\$600.00 (S\$175.00 for each additional hour or part thereof)	S\$200.00 per day
Rehearsal/ Technical Set-up (per block of 4 hours)	S\$550.00 (S\$150.00 for each additional hour or part thereof)	S\$350.00 (S\$110.00 for each additional hour or part thereof)	S\$200.00 per day (waived if rehearsal falls on the same day as performance)
ST Foyer (per block of 4 hours)	S\$200.00 (S\$50.00 for each additional hour or part thereof)		
<ul style="list-style-type: none">• Free use of ST Foyer for front-of-house services during Performance.• Charges apply for events/activities NOT related to the Performance or with sales of any merchandise (except Performance brochures).			

Definitions:-

- **Technical Set-up/ Rehearsal** (only applicable to Performance as booked with ST)
Includes rigging, focusing, programming of lights and/or dress rehearsal. Stage lights and sound equipment required. No audience allowed.
- **Performance**
Presentation to ONE audience per Performance block booking.

Note: The 4-hour block (0900-1300; 1400-1800; 1900-2300) is inclusive of Load-in/Props & Technical Set-up/Bump-out time. All items, including props and equipment, brought in by the Hirer or/and Hirer's contractors, have to be dismantled and removed from the premises before the ending time of hire.

* For application seeking Preferential Rate scheme, documents in proof of applicant's registered and active status as non-profit **arts/charity** organization to be submitted together with Hire Request Form at point of booking for review. All applications are subject to approval.

Manpower Charges

In the interest of safety and security, a minimum of **2** ST technical staff is required to be on standby during setups, rehearsals and performances; manpower costs are chargeable. Extra manpower, if deemed required by the Management, will be charged accordingly. All manpower will be charged as per ST's latest published rates.

	Monday - Friday	Monday - Friday	Saturday, Sunday, Public Holidays and Eve of Public Holidays
	(excluding Public Holidays and Eve of Public Holidays)	(excluding Public Holidays and Eve of Public Holidays)	Full Day (not exceeding 2359hrs)
	0900 - 1800hrs	Before 0900hrs and 1800 - 2359hrs	
Technical Crew	2 Technical Staff provided for setup/rehearsal/performance. Additional manpower is chargeable at S\$30 per man per hour or part thereof	S\$30 per man per hour or part thereof (min. of 4 hours per day)	S\$35 per man per hour or part thereof (min. of 4 hours per day)
Ushers	S\$50 per man per show		

- Manpower charge is doubled for work during official meal break hours and work ending after 2359hrs.
- Transportation charge of \$30/man per day for technical staff/ushers is chargeable to the Hirer for work ending after 2300hrs per day.
- Request for additional technical manpower/ushers has to be submitted to LFT at least 4 weeks in advance.

To Note:

- All charges are subject to prevailing taxes.
- The Management of Lee Foundation Theatre reserves the rights to amend the above rates without prior notice.
- Premises subject to availability and the Management of Lee Foundation Theatre reserves the right to accept proposal for hire.

- For booking enquiries, please contact (Tel) 65124031 or (Email) LFTheatre@nafa.edu.sg.

Other Facilities

Venue Rental Charges

Room Name	Capacity	Rental Rates
Seminar Room	200	S\$450 per block of 3 hours (S\$150 for each subsequent hour of booking)
Board Room	24	S\$300 per block of 3 hours (S\$100 for each subsequent hour of booking)
Recital Hall (excludes piano)	80	S\$300 per block of 3 hours (S\$100 for each subsequent hour of booking)
		Piano rental: Steinway B - S\$350 per day

Booking Deposit

An upfront deposit in cheque is required at the point of booking application. The booking deposit amount is the rental fee for the facilities, excluding manpower and additional charges. All cheques to be crossed and made payable to 'Nanyang Academy of Fine Arts'. The cheque will be returned to the applicant should the booking be unsuccessful.

Notice Period For Advance Booking

Please note that we will only entertain bookings that are at least one month in advance. Bookings of shorter notice or on-the-spot rentals are strictly prohibited.

Manpower charges

A minimum of 1 NAFA technical staff is required to be on standby during hire period if use of AV equipment is required.

- Technicians - S\$45 per man per hour on Mon to Fri (excl. Public Holidays) before 0900hrs and after 1800hrs;
- Technicians - S\$45 per man per hour (minimum block of 4hrs) on Sat, Sun and Public Holidays.

Please note:

- Each block of booking is inclusive of Set-up/Event/Bump-out time required by Hirer. All items, including displays and equipment, brought in by the Hirer have to be dismantled and removed from the premises before the ending time of hire.
- A Room Setup fee may be charged based on per setting, depending on the setup requirements.

- Wireless microphone is chargeable at \$50/pc, subject to maximum units each facility can support.
- All charges will be based on NAFA's latest *published rates upon invoicing at the end of the event.
- All rates subject to prevailing GST and may be changed without prior notice.

For further enquiries, please contact:

Email: LFTheatre@nafa.edu.sg

Tel: 6512 4031

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